



Social, Community, Home Care and Disability Services Industry (SCHADS) Award Summary (MA000100)

Everything you need to know
(without the complicated jargon)



Disclaimer

The Social, Community, Home Care and Disability Services Industry (SCHADS) Award is a complex and ever-evolving Modern Award focused in several sectors and has a broad coverage in one of the country's biggest industries.

You can read also read our article that covers the [The 6 Conditions Commonly Missed in the SCHADS Award](#).

This summary provides will provide you a comprehensive understanding of everything you need to know about the The Social, Community, Home Care and Disability Services Industry (SCHADS) Award to ensure you have maximum compliance.

Please note that every effort has been made to ensure that the information provided in this guide is accurate. You should note, however, that the information is intended as a guide only, providing an overview of general information available. This guide is not intended to be an exhaustive source of information and should not be seen to constitute legal or tax advice. You should, where necessary, seek a second professional opinion for any legal or tax issues raised in your business affairs.

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Coverage

The SCHADS Award covers employers in:

- Crisis assistance and supported housing sector
- Social and community services sector
- Home care sector
- Family day care scheme sector.

However, the SCHADS Award doesn't cover employers and employees who are covered by the following award:

- Aged Care Award
- Amusement, Events and Recreation Award
- Fitness Industry Award
- Health Professionals and Support Services Award
- Nurses Award



Types of Employment

There are three types of employment categories under the SCHADS Award:

1. Full-time employment
2. Part-time employment
3. Casual employment

Full-Time Employees

To be classified as a full-time employee under the SCHADS Award, you are either:

- An employee who is engaged to work 38 ordinary hours per week; or
- Averages 38 hours per week over four weeks; or
- An employee who is considered full-time at the workplace by the employers despite working less than 38 hours per week

Employees can either be paid per hour or as an annualised salary.

Part-Time Employees

To be classified as a part-time employee under the SCHADS Award, you must:

- Be working fewer than 38 ordinary hours on a reasonably predictable basis; or
- Have a written agreement that indicates a regular pattern of work but doesn't necessarily need to provide the same guaranteed number of hours each week

Casual Employees

A casual employee is classified as an employee with no guaranteed hours of work or works with irregular patterns under the SCHADS Award.

The casual hourly rate is the same as full-time, and part-time employees plus an additional 25% loading on top of their rate of pay as they don't receive annual leave and personal/carer's leave entitlements, redundancy benefits and other entitlements that part-time and full-time employees received.

A minimum number of hours is applicable for casual employees:

- Social & community services employees except when working as a disability services worker: 3 hours
- Home care employees: 1 hour
- All other employees: 2 hours

Right to Request Casual Conversion

A casual employee covered by the SCHADS Award has the right to request that they be converted to full-time or part-time employment if the casual employee is a regular employee, meaning they worked a regular pattern of hours for the 12 months before the request, without significant adjustments.

This request will need to be made in writing, and there should be no reasonable grounds for refusal by the employer unless it includes:

- Significant changes to their hours of work to become engaged under the new employment type.
- The position may not exist in the next 12 months.
- The position may reduce in the number of hours within the next 12 months.
- Significant changes in working day and times within the next 12 months that don't suit the employee's availability

All grounds of refusal should be known or reasonably foreseeable, and the decisions needs to be made within 21 days of the request being received.

Minimum Weekly Wages

Social and Community Services & Crisis Accommodation Employees

Refer to this [pay guide](#).

Family Day Care Employees

Refer to this [pay guide](#).

Home Care Employees

Refer to this [pay guide](#).



Hours of Work

Ordinary Hours of Work

This is considered 38 hours per week or an average of 38 hours per week based on the following conditions:

- Worked in a week of five days in shifts and not over 8 hours per shift
- Worked in a fortnight of 76 hours of 10 shifts and not over 8 hours per shift; or
- In a four week period of 152 hours of 19 shifts, 8 hours per shift

The maximum number of hours per shift can be increased to 10 hours per shift if it's agreed in writing.

Span of Hours

Day Worker

Between 6am and 8pm, Monday to Saturday

Shift Worker

Any employees that work any of the hours in the table below, they are considered shiftworkers under the SCHADS Award:

Shift Type	Penalty Rate (% of Minimum Hourly Rate)
Afternoon shift - shift ends between 8pm and midnight, Monday to Friday	112.5%
Night shift - finishes after midnight or starts before 6am, Monday to Friday	115%
Public holiday shift - any time worked during the public holiday	250%



Rostered Days Off

All employees except casuals should have no less than two full days off per week or four full days off each fortnight or eight full days in each four-week cycle. These need to be consecutive days off where it's possible.



Rest Breaks Between Rostered Work

The following rest break conditions apply under the SCHADS Award:

- Employees should have a rest of no less than 10 consecutive hours between shifts
- Employees should have a rest of no less than 8 consecutive hours between shifts if their following shift is a sleepover shift
- Employees should have a rest of no less than 8 consecutive hours from finishing their sleepover shift to the next shift



Rosters

Employee rosters under SCHADS Award are required to have fortnightly rosters in place with at least two weeks before the start of the roster period.

7 days' notice needs to be given for any changes in rosters.

If a client cancels or changes home care services, notice must be given to the employee by 5pm the day before if no payment is to be made. If there's no notice given, then the employee will be entitled to receiving payment for the hours rostered on that day.

The other alternative is that the employer can direct the employee to make-up the cancelled time in the next fortnight in other areas of the business.

Broken Shifts

This only applies to social and community services employees who are working in disability services and home care.

A broken shift is when an employee has one or more breaks (not including their meal break) and the shift is no more than 12 hours.

A minimum of 10 hours between broken shifts on consecutive days must be given.

If the employee works more than 12 hours, double time will be paid.

Sleepovers

This is when an employer requires an employee to sleep overnight at the client's premises that isn't considered a 24-hour care shift:

- The employee needs to be provided with a separate room with a bed and facilities with the shift being 8 consecutive hours.
- A sleepover allowance of 4.9% of their standard rate must be paid for each night.
- They must be paid a minimum overtime rate of 1 hour if they need to work during the sleepover period.
- If the employer rosters the employee to work immediately before or after the sleepover period, a minimum of 4 hours' work must be paid.

24 Hour Care

A 24-hour care shift is when an employee must be available in a client's home for a 24 hour period undertaking the client's prescribed care plan. This shift should go for no more than 8 hours.

The employee must be given the opportunity to sleep during the shift and where appropriate, given a private room with a bed.

They will be paid at 155% of their appropriate rate for each 24 hour period.

Excursions

If an employee agrees to take a client on excursion activities that involve staying overnight away from home, the following provisions apply:

- Monday to Friday Excursions
 - They must be paid for the time worked between 8am to 6pm for a maximum of 10 hours per day
 - Time accrual instead of overtime may be agreed between the employer and employee for any excess hours worked
 - Sleepover allowance must be paid
- Weekend Excursions
 - If the employee needs to work on Saturday and/or Sunday, they cannot work for more than ten days within that two-week cycle.

Saturday & Sunday Work

The following penalty rates apply for weekend work:

Day	Penalty Rate (% of minimum pay rate)
Saturday	150%
Sunday	200%

Casual employees should be paid their casual loading in addition to the penalty rates.



Breaks

Meal Breaks

An employee needs to take an unpaid meal break of 30 to 60 minutes if they've worked for more than five hours.

If they work through their meal break, they will be paid overtime rates until their meal break is taken.

If the employee needs to have their meal with a client, they will be paid their normal ordinary rates and counted as time worked.

Tea Breaks

A 10-minute tea break every 4 hours worked must be given to the employee and counted as time worked.



Overtime Rates

Full-Time Employees

Type of Service	Date & Time	Overtime Rate
Disability Services, Home Care & Day Care	Monday to Saturday	First 2 Hours - 150% Thereafter - 200%
Social & Community Services Crisis Accommodation	Monday to Saturday	First 3 Hours - 150% Thereafter - 200%
Disability Services, Home Care & Day Care Social & Community Services Crisis Accommodation	Sunday	200%
Disability Services, Home Care & Day Care Social & Community Services Crisis Accommodation	Public Holiday	250%

Part-Time & Casual Employees

Condition	Overtime Rate
If employees worked more than 38 hours per week or 76 hours per fortnight except for Sundays	First 2 Hours - 150% Thereafter - 200%
Sunday	200%
Public Holiday	250%
If employees worked more than 10 hours per day	First 2 hours - 150% Thereafter - 200%

Time Off Instead of Overtime Payment

An employee and employer can agree for the employee to take time off instead of being paid for overtime worked. There are a few conditions that need to occur:

- The employee is entitled to taking off the equivalent of the overtime payment. For example, two overtime hours at a penalty rate of 150% would mean 3 hours off for the employee rather than 2 hours.
- The time taken off must occur within three months from the time the overtime was worked unless agreed between the employee and employer. If there is no agreement, then the employee needs to pay the overtime in the first pay cycle after the three months.
- The employer will need to immediately pay the overtime if the employee decides to request this.

Rest Period After Overtime

For all employees except casuals, a minimum of 10 consecutive hours off between shifts without loss of pay is required under the SCHADS Award.

If the employee works without ten consecutive hours off, they will be paid at 200% until they finish their shift. They will then need ten consecutive hours off duty without loss of pay.

Recall to Work Overtime

A minimum of 2 hours' work is to be paid if an employee is recalled to work overtime after leaving the work premises.

Rest Break During Overtime

If your employee has been recalled to work overtime and works more than 4 hours, they must have a 20-minute meal break and another 20-minute break for each subsequent 5 hours' overtime. All of these breaks must be counted as time worked, and the meals must be free of charge.

Higher Duties

For home care employees who are carrying out work with higher wage rates, they must be paid at the higher wage rate:

1. If they worked two hours or less, they need to be paid for the time worked.
2. If they worked more than two hours, they must be paid a full day or shift.

If the employee has worked five consecutive days or more at a higher classification, they must be paid at the minimum rate based on the classification they worked.



Minimum Wages & Related Matters

Progression

When an employee has reached 12 months' continuous employment, they'll be eligible for progression from one pay point to the next if they are deemed competent and satisfactory in performance during this period. Refer to the [pay guide](#) for each pay point.

Rates of pay

Social and community services employee - Full-time & part-time

Table 1 of 2

Classification	Weekly pay rate	Hourly pay rate	Saturday	Sunday	Public holiday	Afternoon shift	Night shift
Level 1 - pay point 1	\$819.60	\$21.57	\$32.36	\$43.14	\$53.93	\$24.27	\$24.81
Level 1 - pay point 2	\$847.30	\$22.30	\$33.45	\$44.60	\$55.75	\$25.09	\$25.65
Level 1 - pay point 3	\$877.60	\$23.09	\$34.64	\$46.18	\$57.73	\$25.98	\$26.55
Level 2 - pay point 1	\$1,079.45	\$28.41	\$42.62	\$56.82	\$71.03	\$31.96	\$32.67
Level 2 - pay point 2	\$1,113.27	\$29.30	\$43.95	\$58.60	\$73.25	\$32.96	\$33.70
Level 2 - pay point 3	\$1,147.10	\$30.19	\$45.29	\$60.38	\$75.48	\$33.96	\$34.72
Level 2 - pay point 4	\$1,177.85	\$31.00	\$46.50	\$62.00	\$77.50	\$34.88	\$35.65
Level 3 - pay point 1	\$1,206.58	\$31.75	\$47.63	\$63.50	\$79.38	\$35.72	\$36.51
Level 3 - pay point 2	\$1,241.23	\$32.66	\$48.99	\$65.32	\$81.65	\$36.74	\$37.56
Level 3 - pay point 3	\$1,267.69	\$33.36	\$50.04	\$66.72	\$83.40	\$37.53	\$38.36
Level 3 - pay point 4	\$1,293.64	\$34.04	\$51.06	\$68.08	\$85.10	\$38.30	\$39.15
Level 4 - pay point 1	\$1,391.54	\$36.62	\$54.93	\$73.24	\$91.55	\$41.20	\$42.11
Level 4 - pay point 2	\$1,427.98	\$37.58	\$56.37	\$75.16	\$93.95	\$42.28	\$43.22
Level 4 - pay point 3	\$1,464.67	\$38.54	\$57.81	\$77.08	\$96.35	\$43.36	\$44.32
Level 4 - pay point 4	\$1,497.28	\$39.40	\$59.10	\$78.80	\$98.50	\$44.33	\$45.31
Level 5 - pay point 1	\$1,591.94	\$41.89	\$62.84	\$83.78	\$104.73	\$47.13	\$48.17
Level 5 - pay point 2	\$1,626.05	\$42.79	\$64.19	\$85.58	\$106.98	\$48.14	\$49.21
Level 5 - pay point 3	\$1,664.00	\$43.79	\$65.69	\$87.58	\$109.48	\$49.26	\$50.36
Level 6 - pay point 1	\$1,739.22	\$45.77	\$68.66	\$91.54	\$114.43	\$51.49	\$52.64
Level 6 - pay point 2	\$1,777.58	\$46.78	\$70.17	\$93.56	\$116.95	\$52.63	\$53.80
Level 6 - pay point 3	\$1,816.08	\$47.79	\$71.69	\$95.58	\$119.48	\$53.76	\$54.96
Level 7 - pay point 1	\$1,881.07	\$49.50	\$74.25	\$99.00	\$123.75	\$55.69	\$56.93
Level 7 - pay point 2	\$1,920.55	\$50.54	\$75.81	\$101.08	\$126.35	\$56.86	\$58.12
Level 7 - pay point 3	\$1,959.60	\$51.57	\$77.36	\$103.14	\$128.93	\$58.02	\$59.31
Level 8 - pay point 1	\$2,040.88	\$53.71	\$80.57	\$107.42	\$134.28	\$60.42	\$61.77
Level 8 - pay point 2	\$2,080.90	\$54.76	\$82.14	\$109.52	\$136.90	\$61.61	\$62.97
Level 8 - pay point 3	\$2,121.21	\$55.82	\$83.73	\$111.64	\$139.55	\$62.80	\$64.19



Allowances

The SCHADS Award offers the following allowances:

1. [Clothing & Equipment Allowance](#): paid to employees if uniforms are not supplied by the employer
2. [Laundry Allowance](#): paid to employees if uniforms are not laundered by the employer free of charge
3. [Meal Allowance](#): paid to an employee if they work at least an hour of overtime

4. First Aid Allowance: paid to an employee that's first aid qualified and expected to perform first-aid duties on shift
 - a. [Full-time employees](#)
 - b. [Part-time or casual employees](#)
5. [Travelling, Transport & Fares Allowance](#): paid to employees that need to use their own vehicles to perform their duties
6. Heat Allowance: paid to employees that need to work more than one hour in artificially raised temperatures in the below range:
 - a. [40°C - 46°C](#)
 - b. [Over 46°C](#)
7. [On-Call Allowance](#): paid to employees that are required to be on call

Search our [database](#) for all relevant allowances to your modern award.



Superannuation

Superannuation contributions are an employer obligation for employees that earn more than \$450 or more before tax in a calendar month. A rate of 9.5% of an employee's ordinary earnings must be contributed.



Annual Leave

All annual leave is per the [National Employment Standards \(NES\)](#).

Under the SCHADS Award, a rate of 17.5% leave loading on top of their annual leave is applied when an employee takes paid time off.

Employees must be paid the higher of:

An annual leave loading of 17.5% of their ordinary pay rate; or
The weekend and shift penalties the employee would have received if they weren't on leave during that period.

Example:

If a full-time employee applies for leave between Thursday this week and Wednesday next week, he or she would typically work 8 hours of shiftwork on a Saturday too.

The employer must calculate 38 hours, including a 17.5% leave loading and compare with how much the employee will typically receive if they had been paid working across that period with the Saturday penalty rates.

Whichever of the two calculations is higher is how much the employee should be paid across that period of time, not for individual days.

The idea is so that the employee is protected from being paid less for going on paid annual leave.

Note: Shiftworkers are entitled to 5 weeks of paid annual leave if they are available seven days a week and regularly rostered to work on Sundays and public holidays.



Public Holidays

There are no exceptional public holidays under the SCHADS Award.

All public holiday entitlements are per the National Employment Standards (NES) and the penalty rates outlined in the table above.

All public holidays are to be paid 250% of their ordinary pay rate except for casual employees who are paid 275% of their ordinary pay rate (inclusive of casual loading).



Social, Community, Home Care and Disability Services Industry Award Checklist

- Did your full-time employee work between 6am and 8pm, Monday to Saturday?
 - Yes - no further action required
 - No - apply the overtime rates in the table below

- Did your employee work more than five consecutive hours without a break?
 - Yes - pay overtime rates until their meal break was taken
 - No - no further action required

- Was your employee recalled to work overtime after leaving work premises?
 - Yes - apply a minimum of 2 hours' work at over time rates
 - No - no further action required

Type of Service	Date & Time	Overtime Rate
Disability Services, Home Care & Day Care	Monday to Saturday	First 2 Hours - 150% Thereafter - 200%
Social & Community Services Crisis Accommodation	Monday to Saturday	First 3 Hours - 150% Thereafter - 200%
Disability Services, Home Care & Day Care Social & Community Services Crisis Accommodation	Sunday	200%
Disability Services, Home Care & Day Care Social & Community Services Crisis Accommodation	Public Holiday	250%

- Did your part-time or casual employees work between 6am and 8pm, Monday to Saturday?
 - Yes - no further action required
 - No - apply the following overtime rates:

Condition	Overtime Rate
If employees worked more than 38 hours per week or 76 hours per fortnight except for Sundays	First 2 Hours - 150% Thereafter - 200%
Sunday	200%
Public Holiday	250%
If employees worked more than 10 hours per day	First 2 hours - 150% Thereafter - 200%

- Did your employees' shifts end on any of the below times?
 - Yes - apply the corresponding penalty rates
 - No - pay their ordinary rate of pay

Shift Type	Penalty Rate (% of Minimum Hourly Rate)
Afternoon shift - shift ends between 8pm and midnight, Monday to Friday	112.5%
Night shift - finishes after midnight or starts before 6am, Monday to Friday	115%
Public holiday shift - any time worked during the public holiday	150%

- Did your employee work a broken shift for more than 12 hours?
 - Yes - please apply double time to be paid for the extra hours worked
 - No - apply ordinary pay

- Did your employee work a sleepover shift?
 - Yes, but they did not work during the shift - apply a sleepover allowance of 4.9% of their standard rate
 - Yes, they worked during the shift - apply a sleepover allowance of 4.9% of their standard rate and paid them a minimum of 1 hour overtime for the time worked

- Did your employee work a 24 hour care shift?
 - Yes - apply a 155% penalty rate
 - No - no further action required

- Did your employee agree to take your client on an excursion activities on a weekend?
 - Yes, and they were required to stay overnight away from home - apply a sleepover allowance of 4.9% of their standard rate and they must be paid a maximum of 10 hours per day and they must not work more than 10 days within that two-week cycle
 - Yes - they must be paid a maximum of 10 hours per day and they must not work more than 10 days within that two-week cycle
 - No - apply ordinary pay

- Did your employee work on a Saturday or Sunday?
 - Yes - apply the penalty rates in the table below
 - No - apply ordinary pay

Day	Penalty Rate (% of minimum pay rate)
Saturday	150%
Sunday	200%

- Did your employee work on a public Holiday?
 - Yes, they are full-time or part-time employees - apply penalty rate of 250%
 - Yes, they are casual employees - apply penalty rate of 275%
 - No - apply ordinary pay

- Did your employee (except casuals) have a minimum of 10 consecutive hours break between shifts without loss of pay?
 - Yes - no further action required
 - No - apply 200% penalty rate until they finish their shift and ensure they are given 10 consecutive hours off duty without loss of pay

- Did your home care employees carry out work with higher wage rates?
 - Yes - Yes, they worked less than two hours on these duties - pay them at the higher classification for this time
 - Yes, they worked more than two hours on these duties - pay them at the higher classification for the full day or shift
 - No - apply ordinary pay

- Do you supply your employees with uniform?
 - Yes - no further action required
 - No - apply the [clothing & equipment allowance](#)

- Do you offer laundering of your employee uniforms?
 - Yes - no further action required
 - No - apply the [laundry allowance](#)

- Did your employee work at least an hour of overtime?
 - Yes - apply the [meal allowance](#)
 - No - no further action required

- Was your employee expected to perform first aid duties while on shift?
 - Yes - apply the first aid allowance for [full-time employees](#) and [part-time employees or casual employees](#)
 - No - no further action required

- Did your employee need to use their own vehicle to perform their duties?
 - Yes - apply the [travelling, transport & fares allowance](#)
 - No - no further action required

- Did your employee work in artificial temperatures above 40 degrees for more than one hour?
 - Yes, between 40°C - 46°C - apply this [heat allowance](#)
 - Yes, over 46°C - apply this [heat allowance](#)
 - No - no further action required

- Was your employee on call?
 - Yes - apply the [on-call allowance](#)
 - No - no further action required



Have You Considered Cloud Payroll?

If you find it takes you an entire day to process payroll or you're looking to automate your entire payroll process, Pay Cat's service is designed to help match you with the perfect system.

1



Time and Attendance

Employees clock their time using an integrated time and attendance system that syncs all data with your cloud payroll software.

2



Live Timesheet Approval

No more manual entries or paper timesheet approvals. Supervisors and managers approve time and attendance on the go directly on the cloud payroll software.

3



Automated Modern Awards Compliance

A collection of "rules" based on the Ultimate Social, Community, Home Care and Disability Services Industry (SCHADS) Award Summary are implemented into your cloud payroll software that automatically calculate pay conditions (penalties, allowances, shift work, and more).

4



Automated Payslips

Payslips are automatically generated that comply with the Ultimate Social, Community, Home Care and Disability Services Industry (SCHADS) Award Summary.

5



Payroll Complete In Under an Hour

Never get it wrong. No back pay calculations. No inefficient manual interpretation. No data re-entry. Stress free pay days that take less than an hour to complete!

If you're interested in moving from a manual payroll system to an automated cloud payroll system, [get in touch](#) with us today for a free demo.



10 STEPS

of traditional inefficient payroll process

1



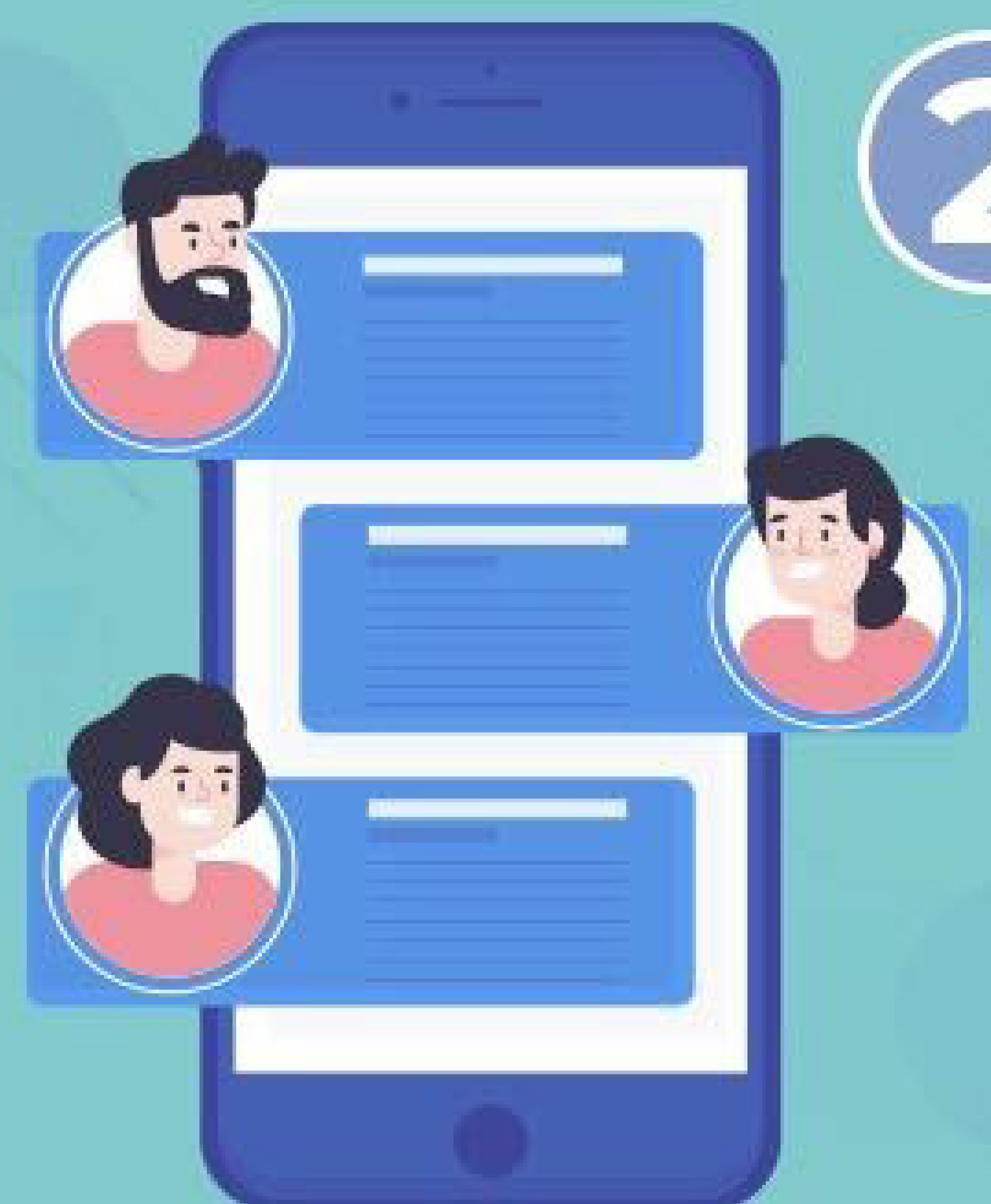
Drafting a roster

A shift supervisor writes up a roster in an Excel spreadsheet. This is sent to each employee via an SMS which is typed up manually. They also review leave request forms to make sure they are not rostering employees on leave.

Manually modifying the roster

The shift supervisor receives a whole bunch of feedback from casual staff about not having any availability to work. They reassess their roster and send out SMS for the new version of the roster.

2





Filling in a paper timesheet

Staff come and go for their week they've rostered. At the end of each week, the employees fill in a paper timesheet. This includes their start times, end times and duration. They hand this to the shift supervisor.

Manually checking paper timesheet to roster

The shift supervisor signs these off. They do this by comparing the paper timesheet to their Excel roster and making sure the times are correct. They mark their approval with a signature on the paper timesheet. This gets passed on to the Admin team

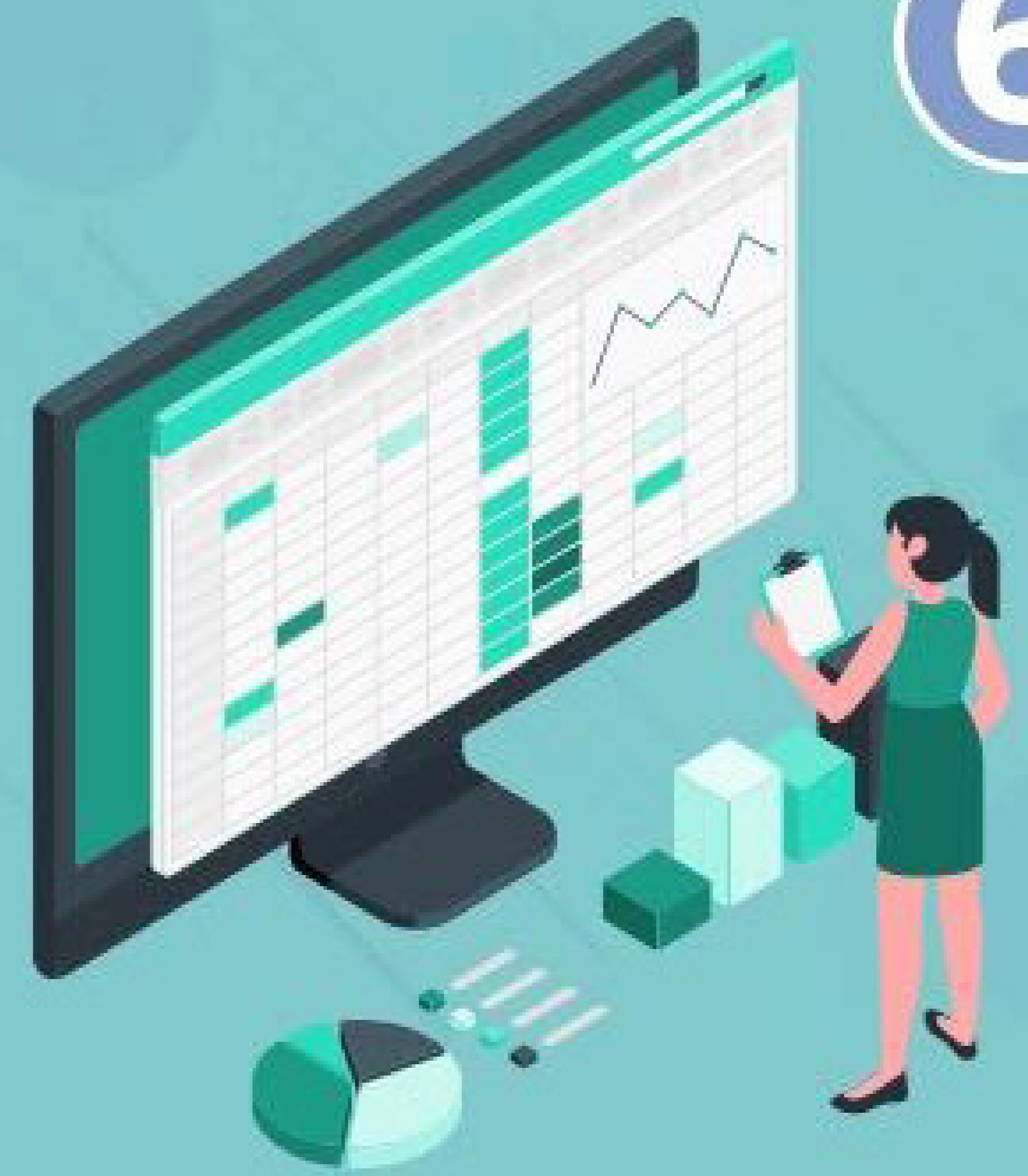


Manually interpreting pay conditions

The Admin team collate these **timesheets** and begin the intricate task of turning these into earnings. This involves manually recalculating the shift durations, then slicing and dicing the duration up into columns (ordinary time, overtime 1.5, overtime 2.0, public holiday, afternoon shift and night shift. There is also a column to tick whether one or more allowances apply. The columns only cover the common pay conditions, not every scenario in the Modern Award.

Chasing up missing or ambiguous timesheets

Sometimes when completing step 4, there is some ambiguity when checking timesheets. Does 7.5 mean 7 hours 30 minutes or 7 hours 50 minutes? The timesheet line above said 7.45 so we aren't really sure. They need to check with the shift supervisor. They spend a fair bit of time chasing missing timesheets aswell.



6

7



Manually checking leave balances to sign requests

The admin team then gather their **leave requests** for the week and make sure they are signed off too. They go through each one and make sure the employee has enough leave, and adjust the hours taken on the form.

Paper based employee onboarding forms

A few employees have started during the **week** and filled out some paper forms. The admin team have most of these but still haven't gotten back the tax file declaration or banking form. The admin team chases up this new employee and this holds the process up of running a pay run.



8

9



Re-keying a pay run manually

The admin team then work through **creating the pay run**. They copy and paste the hours of their interpreted timesheets into their payroll software. This is currently a module on the end of their accounting system. The system does a good job at working out tax withheld and super, but not much else. Each employee's payslip entry is based on a pro forma template of all pay items, so this takes a while and means every employee needs to be checked.

Hard copy pay run reviews

A report is printed off and goes to the Finance Manager for review. This is a large document printed off and annotations are made in pen. The admin team go back and make these changes. The payrun is then finalised, payslips send, lodgement done and a batch file sent to internet banking.

10



